

DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING
*****THIS IS A REPOST*****

Opening Date: November 6, 2019

Closing Date: November 15, 2019

PARALEGAL
Fraud & Consumer Protection Division, Investor Protection Unit
New Castle County

Job Responsibilities and Duties:

This Paralegal will provide general paralegal support to Deputy Attorneys General in the Fraud & Consumer Protection Division, Investor Protection Unit, in New Castle County; with primary responsibility to provide litigation support to the Deputy Attorneys General in the Unit, and for implementing and maintaining the document management policy. The Paralegal will receive and process electronically produced documents, review and analyze documents, maintain electronic files, and be responsible for compliance with document retention policies. This Paralegal will be the primary backup for the Securities Registration daily process. The Paralegal may also support the unit's Investment Advisor Examination Program.

Applicant must demonstrate good organizational and computer skills and be able to work accurately and independently within strict time frames with a minimum of direct guidance and supervision. Familiarity with Relativity, Concordance, Law, JustWare or other document and case management programs is required. Understanding of financial and investment concepts is preferred. Knowledge of Adobe Acrobat 9 Pro, Microsoft Office applications, Westlaw, Lexis, and Lexis Accurint is preferred.

Minimum Qualifications:

Five (5) years of employment with the Department of Justice in a similar capacity **OR**

An Associate's degree in Paralegal Studies from an ABA-approved program, **OR**

A Bachelor's degree **AND** a paralegal certificate from an ABA-approved or Department-sponsored program **OR**

A Bachelor's degree in Paralegal Studies from an ABA-approved program **OR**

A Bachelor's degree **AND** one year of law school

Internal Delaware Department of Justice Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources.

External Applicants: In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link):

<http://attorneygeneral.delaware.gov/executive/hr/job-application/>

OR external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@delaware.gov OR Fax to: 302-577-5866. EOE.